

# International Internship Program



## Equal Employment Opportunity Statement

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The United States Department of Agriculture's (USDA) Foreign Agricultural Service (FAS) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or familial status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means of communication of program information (braille, large print, audiotape, etc.) should contact the FAS Civil Rights Staff at (202) 720-7233 (voice) or (202) 720-1786 (TDD).

## Table of Contents

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	<b>Page</b>
<b>Introduction</b> .....	1-2
 <b>International Internship Program</b> .....	 3
Who Is Eligible .....	3
Intern Duties .....	3
Length Of Internship .....	4
Salary and Benefits .....	4
Responsibilities of Student .....	4
Responsibilities of FAS .....	4
 <b>The Selection Process</b> .....	 5
How Interns are Selected .....	5
Final Offer of Contract Employment .....	5
 <b>International Internship Application Instructions</b> .....	 6
Application Package .....	6
How to Indicate Your Preference .....	6
Assembling Application Package .....	7
Submission of Application .....	8
Where to Send Your Package .....	8
 <b>Application Processing Timetable</b> .....	 9
 <b>Fact Sheet</b> .....	 10

# **An Introduction to the U.S. Department of Agriculture, Foreign Agricultural Service, International Internship Program**

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## **Program Oversight**

Working together, USDA's Foreign Agricultural Service (FAS) and Cooperative State Research, Education and Extension Service (CSREES) plan, conduct and assess the International Internship Program. The program has been in operation for five years, and has provided participants with an excellent opportunity to learn first hand about U.S. government international agricultural programs. Previous participants have successfully competed for international agricultural marketing jobs in the Department, in the private sector and elsewhere.

## **The FAS Mission Statement**

The Foreign Agricultural Service (FAS) of the U.S. Department of Agriculture (USDA) represents the diverse interests of U.S. agriculture abroad. FAS operates programs designed to build new markets and improve the competitive position of U.S. agriculture in the global marketplace, and to improve food security worldwide.

## **The CSREES Mission Statement**

The mission of the Cooperative State Research, Education and Extension Service (CSREES) is to achieve significant and equitable improvements in domestic and global economic environmental, and social conditions by advancing creative and integrated research, education, and extension programs in the food, agriculture, and related sciences in partnership with both the public and private sectors. CSREES works closely with the U.S. higher education system, including the Land-Grant institutions, to promote internationalization of campus-based programming in the food and agricultural sciences.

## **An Introduction to the U.S. Department of Agriculture, Foreign Agricultural Service, International Internship Program, (Con't)**

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### **FAS Activities**

- Market Development
  - Market Intelligence
  - Export Financing
  - Market Access and Trade Policy
  - Food Assistance and Technical Assistance
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### **The Objective of the International Internship Program**

To increase the flow of information and outreach to campuses and the public while preparing future potential employees for FAS/USDA and international agricultural related activities and industries. To provide international agricultural experience to college students that will assist them in making career choices.

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# The International Internship Program

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## You are eligible to apply if you are:

A full or part-time continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more semester hours or 90-quarter hours) by the time the internship begins and will be entering at least the junior year immediately following completion of the internship.

IMPORTANT: If you are applying for an internship after receiving an undergraduate or graduate degree, you must attach a statement indicating that you will be a continuing student immediately upon completion of your internship. If this is not indicated, it will be assumed that you are not a continuing student and your application will not be considered. If registered for a graduate program, you may have to show proof of acceptance.

- A U.S. citizen; and,
- In good academic standing in an accredited institution.

*In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women and minority students with an interest in international agriculture affairs to apply for these positions.*

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## Duties of an Intern

- Carries out responsible tasks in support of the Agricultural Counselor, Agricultural Attache, and Agricultural Trade Specialist in connection with USDA's agricultural marketing program.
  - Compiles, edits, formats, and transmits information required for execution of the USDA programs.
  - Assists in researching, preparing market briefs and other agricultural reports.
  - Solicits and compiles agricultural foreign trade statistics.
  - Travels as necessary to complete assigned tasks.
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## **The International Internship Program, (Con't)**

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### **Length of Internships**

Students must be available to begin their internship within the timetable described on page 9 (Interns Enter on Duty). Interns usually serve for one semester or quarter during the academic year, or for a maximum of 16 weeks. They are expected to work a 40-hour week.

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### **Salary and Benefits**

- Receive a personal services contract at the GS-4 through GS-7 grade level; based on education, work experience, and availability of funds.
  - No annual leave, sick leave, or holiday benefits.
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### **Responsibilities of the Student**

- Travel Cost and Arrangements to the job site
  - Obtaining passports and visas
  - Arranging for school credit, if applicable
  - Medical insurance – required
  - Coordinate locating affordable housing
  - Payment of Taxes
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### **Responsibilities of FAS**

- Assignment of job responsibilities
  - Supervision
  - Assistance in locating affordable housing
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# The Selection Process

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## How Interns are selected

The Intern Coordinators' Office receives all applications and reviews them to ensure that they are complete and that applicants meet the eligibility criteria. Applications will be reviewed by the Source Selection Committee and then forwarded to the director of the region identified by the applicant. Agricultural Attaches will evaluate applicants based on the application materials. Completing some academic studies relevant to the type of work you wish to perform increases your competitiveness. Foreign language is not required but will be considered helpful.

The office to which the Director of the Areas submits the applications may make a verbal offer to an applicant. However, the offer is not "official" until the selectee receives the contract for their signature. This notification is a tentative offer to participate in the internship program. A final offer may be contingent upon an issuance of a security clearance. Those who are not selected for internships will also be notified by mail. So that we may contact you as soon as possible, **please make sure that any changes of address after you apply are submitted immediately to the Intern Coordinator at the address on page 10.**

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## Final Offer of Contract Employment

Travel abroad for purposes of reporting for duty should not be done until you receive an official offer or contract employment from the FAS Contracting Officer. **The office or post to which you are assigned will be unable to employ you until you have been fully cleared by the Intern Coordinator.**

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# International Internship Application Instructions

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## Your Application Package

Your application consists of items A-C on page 7.

- **3 complete sets of the application package are required.** Please use paper clips to assemble each package. Incomplete packages will not be forwarded to post for consideration.
  - **Typed forms are strongly recommended.** If you are unable to type the forms, please use black ink to complete them.
  - **OF-612, Optional Application for Federal Employment**
  - **SF-256, Self Identification of Handicap**
  - **Resume**
  - **Letter of Recommendation**
  - **Statement of Interest**
  - **Transcript**
  - **Police Background Report**
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## How to Indicate Your Preference

Please indicate your preference in your Statement of Interest:

- **Europe** (Austria, Bulgaria, Pakistan, Poland, Russia, Sweden, Turkey, Ukraine, France, Germany, Italy, Netherlands, Spain, United Kingdom)
  - **Asia** (China, Hong Kong, Japan, Korea, Taiwan, Australia, India, Indonesia, Malaysia, New Zealand, Philippines, Thailand, Vietnam)
  - **Western Hemisphere** (Argentina, Brazil, Canada, Caribbean Basin, Chile, Colombia, Costa Rica, Dominican Republic, Guatemala, Honduras, Mexico, Peru, Venezuela)
  - **Africa & Middle East** (Cote d'Ivoire, Egypt, Kenya, Morocco, Nigeria, Saudi Arabia, South Africa, United Arab Emirates)
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## Assembling Application Package

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**Your application package should be arranged in the following order:**

<i>Item A</i>	<i>Documents</i>
	<ul style="list-style-type: none"> <li>• OF-612, Optional Application for Federal Employment</li> <li>• SF-256, Self Identification of Handicap</li> <li>• Resume (Include permanent address, e-mail address and telephone number where you can be reached)</li> <li>• Letter of Recommendation (College or University Faculty)</li> </ul>

<i>Item B</i>	<i>Statement of Interest</i>
	<p><b>Include a one page Statement of Interest</b> that describes your objectives and motivation in seeking an internship. Explain how your academic courses and other personal experiences relate to the position to which you are applying. Please use this opportunity to tell us about any specific disadvantages you may have overcome. <b>Be sure to indicate if you are a continuing student.</b></p>

<i>Item C</i>	<i>Transcript</i>
	<p><b>Official transcripts are required.</b> If you are a first year graduate student, you should submit a copy of your latest undergraduate transcript. Transcripts may be included with the application package or may be mailed separately if necessary. However, <b>transcripts must be received by the application deadline.</b></p>

<i>Item D</i>	<i>Police Background Report</i>
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<i>Item E</i>	<i>Acknowledgement Card (Optional)</i>
	<p>The acknowledgement card is located on the back of the brochure. Submit one acknowledgement card per package. Be sure to include postage and self-address the card. If you do not, receipt of your application will not be acknowledged until after the post selections are determined. Do not staple the card to the rest of the package.</p>

## Submission of Applications

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### Where to Send Your Package

- A completed application package, including all attachments and required copies, must be postmarked, or hand delivered by the appropriate deadline. Faxes will not be accepted.
  - All applications must be submitted to:  
**Attn: International Internship Program  
Foreign Agricultural Service, Civil Rights Staff  
1400 Independence Ave., SW, Room 6508-S  
Washington, DC 20250-1008**
  - **DO NOT SEPARATE OR SEND APPLICATIONS DIRECTLY TO ANY OVERSEAS OFFICE IN THE DEPARTMENT. THIS COULD DELAY YOUR CONSIDERATION FOR AN INTERNSHIP AS ALL INTERNSHIP APPLICATIONS ARE PROCESSED CENTRALLY.**
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## Application Processing Timetable

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The following chart is provided to help applicants track their application during the months of the selection process. Please be patient and follow guidelines on notification below. Keep this form handy for future reference.

<b>Activity in Intern Program</b>	<b>Summer Internship</b>	<b>Fall Internship</b>	<b>Spring Internship</b>
1.Applications Distributed to Colleges and Universities	<b>January</b>	<b>January</b>	<b>October</b>
<b>2.Postmarked Application Deadline</b>	<b>February 15</b>	<b>May 15</b>	<b>September 15</b>
3.Review of Applicants' Qualifications	March 5	June	October
4.Applicants Referred to Posts	March 15	July	November
5.Selections Made by Posts; Selectees Notified in Writing by Intern Coordinator's Office	April 15	July 30	November 30
6.Non-Selects Notified in Writing by Intern Coordinator's Office	May 15	August	December
7.Offers of Contract Executed	April – May	July – August	November – December
<b>8.Interns Travel to Post</b>	<b>May – June</b>	<b>September – October</b>	<b>January – February</b>
9.Internship Ends	September – October	December – January	April – May

## Fact Sheet

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### **FOREIGN AGRICULTURAL SERVICE, INTERNATIONAL INTERNSHIP PROGRAM**

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To increase the flow of information and outreach to the public while preparing future potential employees for FAS/USDA and international agricultural related activities and industries. To provide International Agricultural Experience to college students that will assist them in making career choices.

#### **Who Can Apply?**

- You must be a U.S. Citizen
- Have completed at least the sophomore year of college by June of year applying
- Currently enrolled student when apply

#### **How do I Apply?**

- Students must submit completed application package to:  
Attn: International Internship Program  
Foreign Agricultural Service, Civil Rights Staff  
1400 Independence Ave., SW, Room 6508-S  
Washington, DC 20250-1008

#### **Classification and Qualifications**

- Salary levels are determined by the educational/class status at the time the student applies.

#### **Financial Need**

- NO REQUIREMENT

#### **Work Schedule**

- Full time – For 1 semester (for or up to 16 weeks, but no less than 10).

#### **Benefits**

- Bi-Weekly Salary Payments
- No annual leave or sick leave
- Absences from work due to illness will be handled on a case-by-case basis.

#### **Training**

- Training provided to perform the job.

#### **For more information:**

- Please visit our website at [www.fas.usda.gov/admin/student/](http://www.fas.usda.gov/admin/student/) or e-mail Connie Simpson at [Connie.Simpson@fas.usda.gov](mailto:Connie.Simpson@fas.usda.gov).